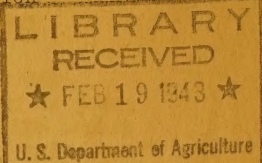


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Conservation and Adjustment Administration
Sugar Agency



1942 Hawaiian Sugarcane Program

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT
FORM SC-150 AND SUPPLEMENTS 1 and 2 THEREOF

DEFINITIONS

For the purpose of these instructions,

APPLICATION means Form SC-150, Application for Payment, 1942 Hawaiian Sugarcane Program, Form SC-150, Supplement 1, Continuation Sheet for Section VIII of Application for Payment, and Form SC-150, Supplement 2, Certificate with Respect to Joint-Producers, to be Submitted by Producer-Processor Who Operates the Farming Unit and Who Executes Form SC-150.

FARM means all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other land.

PRODUCER means any person who was the legal owner, at the time of harvest or abandonment, of a portion or all of the sugarcane covered by the application.

OPERATOR means the producer who operates the farm covered by the application, or the legal representative of such producer.

CHEMICAL FERTILIZER means commercial chemical fertilizer not less than 15 percent of the gross weight of which consists of plant food.

PLANT FOOD means the aggregate amount of nitrogen, available phosphoric acid and water soluble potash in chemical fertilizer.

Form SC-140 means Application for Payment, 1941 Hawaiian Sugarcane Program.

LABORER means any person who was employed on the farm covered by the application in the production, cultivation or harvesting of sugarcane in the calendar year 1942.

ACP-16 means Instructions on Signatures and Authorizations, in connection with the execution of applications for payment, or related papers under the Agricultural Conservation Program.

INSTRUCTION FOR FILLING OUT AND HANDLING THE APPLICATION

The application must cover all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, work-stock, equipment, labor and management substantially separate from that of any other land.

Before any entries are made on an application, the Honolulu Office must determine insofar as possible that the conditions for payment have been met with respect to the farm to be covered by such application. In order to make such determination, the pertinent forms in the Honolulu Office should be examined and the following facts ascertained:

1. That, within the knowledge of the Honolulu Office, there has been no violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farm in connection with the production of the crop covered by the application. If, within the knowledge of the Honolulu Office, there has been a violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farm in connection with the production of the crop covered by the application, the following "Finding with Respect to Employment of Children", should be duly signed by the representative of the Agricultural Adjustment Agency, concurred in by the producer (s) concerned and attached to the application:

Local District and Serial Number

Finding with Respect to Employment of Children

- I, _____, representative of Agricultural Adjustment Agency, do hereby find that the producer(s) named in Form SC-150 described above has (have) failed to comply with the provisions of Section 301 of the Sugar Act of 1937 by employing or permitting children to work in the planting, cultivating or harvesting of the 1942 crop of sugarcane for a total of _____ () days, contrary to the provisions of subsection (a) of the said section of said act.

"Pursuant to the provisions of subsection (a) of section 301 of said act, as amended by Public Law 386, approved December 26, 1941, a deduction of \$ _____ (), therefore, should be made from the amount shown in item 16, section IV, of the above described Form SC-150. If the amount shown in item 16, Section IV, is payable to more than one producer, the deduction should be prorated on the basis of the percentage share of the 1942 crop, applicable to each producer, as shown in column 3, section VIII.

Signature of Representative of the
Insular Region

"I, _____, the producer(s) named in Form SC-150 described above concur in the deduction made pursuant to this finding.

2. That no unsettled wage claim is on file against any producer on the farm and that, except for laborers and unpaid wages set forth in Section VII of the application, all persons employed in the production, cultivation or harvesting of the 1942 sugarcane crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
3. That any producer on the farm who was directly or indirectly a processor of sugarcane during the 1942 crop season paid or contracted to pay for all of the sugarcane of such crop grown by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable.
4. That the farming practice requirement has been met with respect to the farm.

The application is to be filled out in triplicate. All entries, except signatures and dates, should be typewritten or plainly printed in ink or indelible pencil. The original is to be sent to the Agricultural Adjustment Agency, Pennsylvania State Office, 928 North 3rd Street, Harrisburg, Pennsylvania. One copy is to be retained in the Honolulu, T.H., office and one copy should be delivered to the operator of the farm covered by the application.

Acreages and hundredweights of sugarcane for sugar shall be expressed to the nearest tenth of an acre and tenth of a hundredweight, respectively. Five or fewer hundredths are to be dropped and more than five hundredths will be considered as a whole tenth. Thousandths of an acre or thousandths of a hundredweight of sugarcane should be disregarded. Figures relative to hundredweights of sugar shall be expressed to the nearest hundredth of a hundredweight. Five or fewer thousandths are to be dropped and more than five thousandths will be considered as a whole hundredth.

All data which are ascertained from the operator must be checked by the Honolulu, T. H., office before Section IX is executed.

Any correction in the data on the application shall be made by drawing a light line through the original entry and entering the correct data immediately above or beside the original entry. Any correction of the data on the application should be initialed by the person whose signature appears in Section IX thereof. If such person is not available to initial the

correction, such correction may be initialed by any person authorized to sign Section IX, provided the person who initials such corrections also affixes his signature in Section IX above the original signature.

HEADING

Local district - The name or designating number of the local administrative district must be entered in the space provided.

Serial number - The serial number of the application must be entered in the space provided.

SECTION I. APPLICATION AND CERTIFICATION OF PRODUCERS

Producers on a farm, when signing the application, are certifying to all the provisions included in this section. The attention of such producers should be called to these provisions before they are permitted to sign the application. A description of the farm covered by the application must be filed in the Honolulu, T. H. office.

SECTION II. CERTIFICATION OF PRODUCER-PROCESSOR

Any producer on the farm who was directly or indirectly a processor of sugarcane during the 1942 crop season, as defined in Sugar Determination No. 32, issued May 24, 1938, is required to enter the name of the processor and execute this section.

SECTION III. REQUIRED FARMING PRACTICES

Entries of plant food must be the actual average amounts in the chemical fertilizer applied per acre of sugarcane land fertilized and must be expressed to the nearest pound. Five or fewer tenths of a pound are to be dropped and more than five tenths considered as a whole pound.

No entry is to be made for the application of chemical fertilizer in any case unless supported by receipts, invoices, or other satisfactory evidence.

Item 1. Enter the number of acres of land on which sugarcane was growing at any time during the calendar year 1942 on the farm and on which chemical fertilizer was applied during the calendar year 1942 as ascertained from the operator. The number of acres shown in this item must be equal to or greater than the number of acres shown in Item 2 hereof.

Item 2. Enter the number of acres of land on which sugarcane was planted or a ratoon crop was started at any time during the calendar year 1942 as ascertained from the operator.

Item 3. Enter the result of dividing the number of pounds of plant food contained in the chemical fertilizer applied in 1942, ascertained from the operator, by the number of acres shown in item 1. This entry must be equal to not less than the greater of either (1) 100 pounds or (2) 60% of the amount shown in item 4 or 5, whichever is smaller. The maximum requirement is 250 pounds.

Item 4. Enter the average quantity of available plant food in the chemical fertilizer applied in 1940 per acre of sugarcane land fertilized as shown in item 5, Section III of Form SC-140. In cases in which Form SC-140 was not filed, this information must be ascertained from the operator.

Item 5. Enter the average quantity of available plant food in the chemical fertilizer applied in 1941 per acre of sugarcane land fertilized as shown in item 3, Section III, Form SC-140. In cases in which Form SC-140 was not filed, this information must be ascertained from the operator.

SECTION IV. COMPUTATION OF PAYMENT

Entries must be made in all items of this section, unless the omission is specifically provided in these instructions.

Item 1. Enter the number of hundredweights of sugarcane harvested on the farm in 1942, as ascertained from the operator.

Item 2. Enter the cane ratio of the sugarcane. The cane ratio should be calculated by the same method used in connection with the cane ratio certificate which accompanied each 1937 application for payment.

Item 3. Enter the result of dividing item 1 by item 2.

Item 4. Enter the result of multiplying item 3 by the factor 1.02625.

If damage from an acceptable cause (see Section V) resulted in bona-fide abandonment of planted acreage of sugarcane for sugar on the land covered by the application, the cause or causes of such abandonment shall be entered in the space provided.

Item 5. Enter the number of bona fide abandoned acres which resulted from the above cause, as ascertained from the producer. If there are no bona fide abandoned acres from an acceptable cause, the word "none" must be entered.

Item 6. If bona fide abandoned acres are shown in item 5, or if damage from an acceptable cause resulted in a crop deficiency on the farm, enter the normal yield per acre in hundredweights, as computed in accordance with Sugar Determination No. 36, issued June 17, 1938; otherwise enter xx. Data required for such computation shall be ascertained from the operator.

Item 7. Enter the result of multiplying item 6 by item 5. Enter xx, if the word "none" is entered in item 5.

Item 8. Enter one-third of item 7. Enter xx, if the word "none" is entered in item 5.

If damage from an acceptable cause resulted in a crop deficiency on the farm, the cause or causes of such crop deficiency shall be entered in the space provided.

Item 9. If bona fide abandoned acres are shown in item 5, or if any acceptable cause of crop deficiency is entered in the space provided above, enter the number of acres of sugarcane harvested during 1942, as ascertained from the operator; otherwise enter xx.

Item 10. Enter the result of multiplying item 6 by item 9. Enter xx, if item 9 is so entered.

Item 11. Enter 80% of item 10. Enter xx, if item 10 is so entered.

Item 12. Enter the result of subtracting item 4 from item 11. If item 4 equals or exceeds item 11, enter xx.

Item 13. Enter item 4, or if the farm is approved for abandonment and deficiency payment in Section V, item 4, plus item 8, plus item 12.

Item 14. Enter item 13 x \$0.80.

Item 15. If item 13 is in excess of 7,000 hundredweights, enter the amount of deduction, pursuant to section 304(c) of the Sugar Act of 1937, as amended by Public Law 386 -77th Congress, approved December 26, 1941. The following scale of deductions shall be used in computing this entry:

That portion of the quantity of sugar which is included within the following intervals of hundredweights, raw value:	Reduction in the base rate of payment per hundredweight of such portion:
7,000 to 14,000	\$.050
14,000 to 20,000	.100
20,000 to 30,000	.200
30,000 to 60,000	.250
60,000 to 120,000	.275
120,000 to 240,000	.300
240,000 to 600,000	.325
More than 600,000	.500

For example: If the amount in item 13 is 750,000 cwts., the deduction will be computed as follows:

Amount in excess of 7,000 cwts. =	743,000 cwts.
7,000 cwts. \$0.050 =	350.00
6,000 cwts. .100 =	600.00
10,000 cwts. .200 =	2,000.00
30,000 cwts. .250 =	7,500.00
60,000 cwts. .275 =	16,500.00
120,000 cwts. .300 =	36,000.00
360,000 cwts. .325 =	117,000.00
150,000 cwts. .500 =	75,000.00
743,000 cwts. total excess =	254,950.00 total deduction

Total deduction to be entered in item 15 = \$254,950.00

Item 16. Enter the result of subtracting item 15 from 14. If a deduction for violation of the child labor provisions of the act is to be made in accordance with the "Finding with Respect to Employment of Children", set forth in paragraph 3 on page 2 under "Instructions for Filling Out and Handling the Application", this item should be first filled in as if no such deduction were to be made. After this has been done, the original entry should be circled and the difference between such original entry and the applicable deduction should be entered immediately below the circled entry.

SECTION V. APPROVAL FOR PAYMENT WITH RESPECT TO ABANDONMENT
AND CROP DEFICIENCY

If xx is entered in items 8 and 12 of Section IV, Section V need not be executed.

If amounts are shown in items 8 and /or 12 of Section IV, determine the total acreage of sugarcane harvested for the extraction of sugar in 1942 in the county in which the farm is located. Determine that the amount entered in item 4, Section IV, is 80% or less of the sum of the amounts entered in items 7 and 10, Section IV, on a sufficient number of applications from the county on which acceptable causes of abandonment and/or crop deficiency have been entered in the spaces provided, and that the sum of the amounts entered in item 9, Section IV, for such applications equals or exceeds 10% of the total sugarcane acreage in the county. The acceptable cause of abandonment and/or crop deficiency are as follows.

Drought
Flood

Storm
Freeze

Disease
Insects

If and when this determination has been made for the sugarcane farms within a county, this section is to be signed by the representative of the Insular Region of the Agricultural Adjustment Agency in Hawaii. The date of signature must be entered.

SECTION VI. DESIGNATED SOLE RECIPIENT OF PAYMENT

If all the producers on the farm agree to designate a sole recipient of the payment for their benefit, the name of such sole recipient and his mail address shall be entered in the spaces provided..

SECTION VIII. DISTRIBUTION OF ACCRUED, UNPAID WAGES

A representative of the Insular Region of the Agricultural Adjustment Agency in Hawaii shall determine that each laborer named in column (2) for whom accrued, unpaid wages are shown in column (4), was not paid wages in accordance with section 301 (b) of the Sugar Act of 1937, as amended, and Sugar Determination No. 131, issued April 24, 1942, because he could not be located after every reasonable effort was made, or because the producer who employed him did not have the necessary funds. All entries of the names of laborers and of the amounts of unpaid wages must be evidenced by wage claims on forms provided for that purpose, properly executed by such laborers or their authorized representatives, or by statements signed by the producers stating the names of the laborers not fully paid and the amounts owed. No evidence is to be attached to the application. If all laborers were fully paid, the word "none" must be entered in the first line in column (2).

Enter in column (1) the names of the producers who owe wages to laborers. In case one producer owes wages to more than one laborer, a ditto sign may be entered under his name for each additional laborer.

Enter in column (2) the name of each laborer who has not been fully paid. All such laborers not fully paid by one producer should be listed consecutively. In case more than one producer owes wages to one laborer, the laborer's name should be entered opposite the name of each such producer. If the name of any laborer is unknown, the word "unknown" must be entered.

Enter in column (3) the mail address of each laborer whose name appears in column (2). In case the address of any such laborer is unknown, the word "unknown" must be entered.

Enter in each line in column (4) the unpaid wages which are due the laborer whose name is entered in that line in column (2) from the producer whose name is entered in that line in column (1). If the word "unknown" is entered in column (2), enter the amount owed to the laborer whose name is unknown. Enter the total in the last line.

Make no entry in column (5).

In case an extension of Section VII is needed, it should be typed, the application code and serial number shown therein, and the extension

securely fastened to the application.

SECTION VIII. DISTRIBUTION OF PAYMENTS TO PRODUCERS

Enter in column (1) the name of each producer on the farm.

Enter in column (2) the mail address of each producer.

Enter in column (3) the percentage share of the payment payable to each producer. If the producers on the farm consist of one producer-processor and one or more "adherent planters", as defined in letter of July 20, 1928 addressed to Mr. George Mills, each producer's share of the payment must be computed on Form SO-150, Supplement 2. The percentages of payment will be computed on Supplement 2 as follows:

Enter in columns (1) and (2) the names and mail addresses, respectively, of all adherent planters on the farm, in the same order that their names appear on the application. Enter in column (3) the number of hundredweights of sugarcane harvested by the adherent planters in 1942, which were ground by the producer-processor. Enter in column (4) the cane ratio of such sugarcane. Enter in column (5) the result of dividing the amount shown in column (3) by the amount shown in column (4). Enter in column (6) one-half of column (5). Enter in column (7) the result of multiplying each item in column (6) by the factor obtained from dividing \$0.60 by the amount of the authorized payment entered in item 16, Section IV, of the application. This factor is to be carried to nine decimal places. The producer-processor's share of the payment shall be computed by subtracting the total of the percentage shown in column (7) of Supplement 2 from 100 percent.

The percentage shares of the payment are to be expressed to the nearest hundred thousandth of one percent, e.g., 2.35649%. Five or fewer millionths are to be dropped and more than five millionths considered as a whole hundred thousandth. Ten millionths of one percent should be disregarded.

Enter in each line in column (4) Section VIII the result of multiplying item 16, Section IV, by the percentage shown in that line in column (3). Any difference between the total of column (4), Section VIII, and item 16 Section IV, of ten cents or less is to be disregarded. Any amount of difference above ten cents is to be adjusted for in the largest amount calculated in column (4) Section VIII, for any one producer.

If a deduction for violation of the child labor provisions of the act is to be made in accordance with the "Finding with Respect to Employment of Children", set forth in paragraph 2 on page 2, under "Instructions for Filling Out and Handling the Application," this column should be first filled in as if no such deduction were to be made. After this has been done, the original entries made in each line of column (4) should be circled, and in lieu of such circled entries there should be inserted, the product of the percentage shown in the corresponding line of column (3) and the uncircled amount shown in item 16, of Section IV.

Enter in column (5) Section VIII the total unpaid wages shown in column (4), Section VII, opposite the name of the producer. If there are no unpaid wages for any producer, the word "none" must be entered opposite his name in column (5), Section VIII. The total of column (5) must agree with the total of column (4), Section VII.

Make no entry in column (6), Section VIII.

The signatures of producers must appear in the same order in which the names of the producers appear.

If any producer desires to name a beneficiary, the name of the designated beneficiary and his mail address should be entered in the spaces provided to the left of his signature.

If there are more than three producers on the farm, a continuation sheet shall be used. Each continuation sheet must be properly identified by the name or designating numeral of the local administrative district, and the serial number of the application.

If any interested person who otherwise would share in the payment with respect to the farm refuses to sign the application, a statement by such person setting forth fully his reasons for refusing to sign should be attached to the application and the attachment should be noted in the space provided in Section IX. If such statement cannot be obtained, a statement signed by the representative of the Insular Region of the Agricultural Adjustment Agency in Honolulu, T. H., indicating the reason for such refusal and the efforts which have been made to secure the signature of such producer should be entered in the space provided in Section IX. If, for any other reason, the signature of any interested party who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign must be written in the line where he would have signed and initialed by the representative of the Insular Region of the Agricultural Adjustment Agency.

The regulations set forth in ACP-16 are to be followed with respect to authorizations and signatures of producers on the application. No written evidence as to authority to sign applications in a representative capacity is to be attached to the application.

SECTION IX. CERTIFICATION AND RECOMMENDATION OF REPRESENTATIVE OF INSULAR REGION

The date of the receipt of the completed application in the office of the Agricultural Adjustment Agency, Honolulu, Hawaii, shall be the date of filing the application and must be entered in the space provided. The representative of the Insular Region of the Agricultural Adjustment Agency in Hawaii is charged with the responsibility of determining that all signatures are in accordance with regulations set forth in ACP-16.

In case such representative of the Insular Region finds the application to be in order and either that all producers have signed the application or that the percentage share of those who have not signed has been correctly determined and entered, he should approve the application for payment by signing in the space provided. The date of signature should be entered. The representative of the Insular Region who approves the application must be duly authorized by the Officer in Charge of the Hawaiian office of the Agricultural Adjustment Agency to act for the Insular Region and must not be a near relative of any interested person shown on the application or have any share of financial interest in the land or sugarcane covered by the application..

All applications should be carefully checked in the local office of the Agricultural Adjustment Agency to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the application.

When an adequate supply of applications is completed, the forms should be folded, carefully packed and shipped to the Agricultural Adjustment Agency, Pennsylvania State Office, 928 North 3rd. Street, Harrisburg, Pennsylvania. In addition, transmittal sheets, correctly filled out for each shipment should be included in the shipment. The transmittal sheets used in connection with the Agricultural Conservation program will also be used in connection with the sugar program.

